

Aging Division

Wyoming Department of Health

Information and Education Bulletin

Subject: Accessing WDH Computer systems

This is a reminder for users of Wyoming Department of Health (WDH) computer systems (e.g. Citrix and Sams) are required to follow WDH Information Technology (IT) Policies and Procedures when they are accessing a WDH system or when they have access to a WDH system on a computer in your office or organization. If you have questions regarding an IT policy, please contact WDH IT Security Officer Ray Brand – 307-777-5940.

Please make special note of the following policies/procedures as they affect senior centers who utilize CITRIX and SAMS:

- When an employee is terminated or leaves, that employee's access to WDH computer systems and electronic data shall be terminated immediately. When it becomes necessary to involuntarily terminate a person's employment, WDH IT/ IT Help Desk (307-777-5940) shall be notified in advance of such termination. From the point of time when an employee is advised of dismissal, no further access to the computer systems will be permitted.
- All users of WDH computer equipment, systems or assets will have one or more unique user identifiers ("Passwords") which **shall not be shared with others**. Passwords must be changed regularly, and no less than once every forty (40) days. Passwords shall be allocated to provide access to WDH information in a way that is focused on the employee's specific responsibilities.
- Employees shall log off computers when away from their desks. Disks with confidential information shall be kept in a secure place.
- Employees shall immediately report to the IT Help Desk (307-777-5940) any suspected unauthorized access to data systems within WDH.
- Employees shall not take any steps which may expose WDH computer resources to software viruses or other disabling devices. Employees may not accept, use or share programs or data from unauthorized sources.
- All data and information stored on WDH Information Technology Assets is the property of the Wyoming Department of Health, regardless of its nature. Because of the need to protect WDH's network, authorized individuals within WDH may monitor equipment, systems and network traffic at any time.

As it relates to contractors, violation of WDH IT Policies is grounds for action up to and including the termination of system access and vendor contracts. Unauthorized use of the WDH

computer and communication systems may also subject unauthorized users to civil liability or criminal penalties.

I hope this helps to clarify WDH policy. Please let me know if you have questions, concerns, or would like to discuss possible scenarios.

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